

**The Loomex Group is
NOW HIRING FOR:**

**AIRPORT MANAGER - KAWARTHA LAKES
MUNICIPAL AIRPORT, LINDSAY**


The Loomex Group specialize in: Airport management and compliance, emergency response plans, scribe notetaking, documentation, debriefing, after-action reporting, business continuity, staff health and wellness, pandemic planning, large-scale emergency response exercises, and business resumption plans.



To apply for this position, please send a resume and cover letter to swebster@loomex.ca



The application deadline to apply is January 10, 2022.



We are actively seeking a candidate for the position of Airport Manager at Kawartha Lakes Municipal Airport. This registered aerodrome in Lindsay, Ontario has both an asphalt runway and a grass runway, is a CBSA designated port of entry for Canpass holders, has 2 city-owned hangar complexes, a full-service restaurant, a flight training facility, and is the base of operations for approximately 45 aircraft and tenants.

Job Purpose:

This full-time position with benefits reports to the General Manager of Airports. The Airport Manager is responsible for many administrative tasks and safety sensitive functions in the daily operation of the Kawartha Lakes Municipal Airport. This includes a variety of tasks in the Airport Administrative offices and Airside/Groundside operations.

Duties and Responsibilities include:

- Monitoring of airside and groundside operations and escort persons/vehicles airside if required
- Ensuring the adherence to the Airport Inspection Program and regulations
- Manage Airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control
- Delivery of air traffic advisories and assisting pilots, tenants, and airport users
- Comprehensive management of the airport fueling facilities. Including management of inventory, purchasing, pricing, maintenance, and quality assurance.
- Coordinating and conducting all airfield maintenance, including snow removal, ice control, grounds keeping, and grass cutting.
- Supervising part time Airport Operations staff
- Reviewing and providing commentary on behalf of the Airport to the City of Kawartha Lakes Planning Advisory Committee on potential development of structures, towers, etc. within the vicinity of the airport.
- Working with the Director of Engineering and Corporate Assets on operational issues as required
- Ensuring the health and safety of operational staff and airport users
- Explaining and enforcing Airport rules and regulations
- Liaison with Transport Canada, Nav Canada, Measurement Canada, Innovation Science, Economic Development Canada, the City of Kawartha Lakes, Kawartha Conservation and other relevant governing bodies and organizations applicable to the operation of aerodromes
- Ensuring Airport policies are followed, make recommendations for policy modifications, or creation of Standard Operating Procedures (SOP)
- Receiving, monitoring, and responding to community relations as required
- Plan, request and comprehensively manage the airport's operational budget.
- Make recommendations for capital expenditures including applications for funding, oversee capital projects and monitor their status
- Make recommendations on airport development, profitability, and infrastructure improvements
- emergency response/activation of Airport Emergency Response Plan.
- Responsible for responding for an emergency event at the Airport and operate as the On-Scene Controller during the emergency
- Responsible for business development for the Airport, including monitoring of new opportunities and reaction to business proposals with the General Manager of Airports
- Monitoring Accounts Receivable, collection of rent payments, tie down fees and land lease fees



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- Developing, maintaining, and implementing Airport manuals
 - Engaging with Airport tenants, employees, customers, and industry representatives in a professional and courteous manner
 - Working with the City of Kawartha Lakes staff on City related issues
 - Consult with and make recommendations to City of Kawartha Lakes staff on airport lease agreements, license agreements, etc.
 - Attending and presenting at City of Kawartha Lakes Council and Management meetings as required.
 - Prepare and present reports on airport operations, operational finances, and any other items as required to the City of Kawartha Lakes Airport Advisory Committee on a routine basis.

Qualifications:

- Post-Secondary Aviation Education or equivalent aviation knowledge/experience
- TP312E course or equivalent experience
- Restricted Radio Operators Certificate (ROC-A) or obtain one within in 30 days of being hired
- Communication skills, written and verbal, to respond to customers and complete required Airport documentation procedures
- Proficiency with Microsoft Office software
- Previous experience working in a government or Municipal Structure
- Valid Class "G" driver's license or equivalent
- Experience in Airport business development

Additional Qualifications considered assets to the position:

- Airfield Lighting Maintenance Course
- Accredited Airport Executive designation
- Private Pilot's License or flight training experience
- Current C.P.R. and First Aid training
- Working knowledge of runway surface condition reporting
- Experience with operating heavy or airport equipment

Working Conditions:

- The position requires working in the office and outside both airside and groundside. The hours of work are primary Monday to Friday 8:00 a.m. – 5:00 p.m. However, there is a requirement to sometimes work evenings, weekends, and Statutory Holidays or after hour emergencies or call-ins. In addition, given the nature of this position, applicants must live within a one hour's drive of the Kawartha Lakes Municipal Airport.
- The Loomex Group has multiple locations within Canada. Depending on business needs and financial requirements, the Successful Candidate may be transferred or requested to travel to another location as required. In the event of a transfer, the Successful Applicant will be provided advanced





Physical Requirements

This position requires the ability to lift up to 30 kg, stand or sit for prolonged periods while using equipment or at a desk, lifting, pulling, and managing heavy equipment and objects.

Applying

To apply for this position, please send a resume and cover letter by **January 10, 2022** to Sarah Webster at **swebster@loomex.ca**

Only those who qualify will be contacted for an interview.

